

SECRET

CONTROL NO.

REPORTS INVENTORY

DDP - 67

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

COMPONENT TELEPHONE DIRECTORY

2. TYPE
OF
REPORT

STATISTICAL

NARRATIVE

☒ X ~~NO CHANGE~~ EX LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

☒ X

ADMIN. GENERAL

LOGISTICS

SECURITY

OTHER (specify)

MEDICAL

FINANCE

4. NO. OF COPIES PREPARED

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Variable: Monthly to Quarterly

6. DISTRIBUTION (No. of components not
number of copies)

3

7. FORMAT (memorandum, form
computer print-out, etc)
Listing

8. ADP PROCESSING

☐ YES

IF YES GIVE ADP PROCESSING NO.

☐ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

None

10. PREPARING COMPONENT (include lowest level
contributing information to report)AF and FE were only reporting
components11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> X	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> X	TIMES PREPARED	=	COST PER YEAR

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$1,187.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Prepared for reference purposes: lists names, location and extensions.

The other 13 Directorate components probably have an equivalent but not
reported.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

☒ X RETAIN AS IS ☐ OTHER (explain)
☐ CHANGE
☐ DISCONTINUE

MAN-HOURS

DOLLARS

16. DATE OF INVENTORY

October 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100040013-9

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Classification